



STATE OF MICHIGAN

JENNIFER M. GRANHOLM
GOVERNOR

DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

LISA WEBB SHARPE
DIRECTOR

February 5, 2008

MEMORANDUM

TO: Administrative Officers
Fleet Coordinators

FROM: Joyce Van Coevering, Acting Director, Agency Services, DMB

SUBJECT: Delegated Authority for Rental of Trucks for Temporary Use

DMB-VTS is delegating authority to departments to rent trucks for temporary use when DMB resources are unavailable, effective immediately.

This change means that departments will no longer have to work through VTS to obtain short-term truck rental and that rental companies will bill departments directly.

Departments must still first consider whether DMB Mail and Delivery Services (MDS) can provide the needed services. MDS can transport mail and freight throughout the state and can provide office moves in many locations. They can be reached at 517-322-1897 or DMB-Mailing-Services@michigan.gov.

If MDS cannot provide the service, departments should negotiate with a local truck rental company for the best price possible. Departments must enter a requisition into MAIN with appropriate justification notes in the notepad. After approval by MDS, a purchase order number will be generated, and Departments may rent directly from the truck rental company.

DMB will review truck rental contract expenditures periodically.

If you have any questions or concerns, please contact Joe Chin at 517-322-6381.